



JOB DESCRIPTION

TITLE: Senior Accountant, Contributions & Investments
DEPARTMENT: Finance
STATUS: Full-Time Position
REPORTS TO: Director of Accounting

About JEWISHcolorado: JEWISHcolorado strengthens and connects the Jewish community in Colorado, Israel, and around the globe by creating diverse pathways to engage in Judaism. During these unprecedented times, JEWISHcolorado is at the forefront of mobilizing, sustaining, and educating our Jewish community while continuing to honor our past and plan for our future.

Position Summary: The Senior Accountant for Contributions & Investments is responsible for maintaining the accuracy of financial data across all systems, especially investments and Donor Advised Funds.

Primary Responsibilities:

- Ensure accurate and complete transactions are recorded between MIP and multiple accounting systems, including: CampMinder, PG Platform (FTP), Blackbaud, iDonate, and Donorsphere.
- Track and record investment transactions for funds deposited via check, wire, stock, or credit card, along with distributions.
- Develop, organize, and maintain donor profiles.
- Research transaction histories and resolve historical discrepancies with forensic accounting.
- Monthly asset management, calculating and recording depreciation.
- Monthly Balance Sheet and P&L reconciliation.
- Reconciliation of operations and sweep cash accounts.
- Coordinate between the Finance, Donor Services, Philanthropy, Endowment, and Planned Giving departments to ensure all transactions are accurate.
- Other tasks as assigned.

Qualifications:

- Share a passion for JEWISHcolorado's mission; knowledge, and appreciation for the Jewish community, its customs, and practices.
- Must have fund accounting experience, and an understanding of investment recordkeeping.
- Strong written and verbal communication skills.
- Excellent organization, time, and project management skills.
- Self-motivated, focused, and able to multi-task with excellent attention to detail.
- Ability to prioritize multiple projects and meet deadlines.
- Handle confidential information with sensitivity and integrity.
- Team player with a positive attitude and desire to help others.
- A strong work ethic, commitment, and willingness to learn new software applications.



MINIMUM QUALIFICATIONS

Education & Experience:

- Bachelor's degree with a focus on accounting.
- Five to seven years of relevant professional experience in non-profit or fund accounting.
- Demonstrated administrative support, planning, and execution.
- Comfort with results-oriented organization and metrics-based performance.
- Familiarity and proficiency with Microsoft Office and MIP Accounting systems.

ADDITIONAL JOB INFORMATION

Position Type: 37.5-hour per week, in-person 4 days each week, exempt.

Benefits: Vacation, sick leave, FSA, HSA, HRA, health, vision, dental, disability, and life insurance; 401(k) match.

Salary Range: \$55,000-\$65,000/year

Apply: Finance@JEWISHcolorado.org.